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INTELLIGENCE TRAINING DIVISION

I. MISSION AND FUNCTIONS

Mission:

The mission of the Intelligence Training Division is to plan, develop, and conduct training programs in the principles, methods, and objectives of national intelligence, designed to relate the competence of all CIA professional personnel to the profession of intelligence, and to increase their professional competence in the National Intelligence field.

Function:

The Division is organizationally divided into the Intelligence School and the Reading Improvement Branch, with responsibility for the following functions:

1. Planning and organizing a recurring series of training courses designed to impart the principles, techniques, and methods of National strategic intelligence.
2. Planning and maintaining a Basic Intelligence Training Course for all new professional employees entering CIA.
3. Developing an Intermediate and Advanced Intelligence Training Course formulated within the context of basic global problems of the United States and designed to relate the students' fields of competence to that of the profession of National Intelligence.
4. Formulating refresher courses for experienced intelligence personnel.
5. Operating a Reading Improvement Laboratory for Agency personnel.

II. CURRENT AND PROPOSED PROGRAMS

The Intelligence School was originally organized for the purpose of training selected Intelligence Officer Trainees in order to afford CIA a continuing source of competent personnel. The program since has been modified to include training for all new professional employees entering on duty with CIA, and also selected on-duty personnel. The positions of the Chief and the seven top staff members were established as a permanent 'cadre' to plan and direct continuing intelligence training courses at all operational levels, supplementing their individual instructing activities by utilizing experienced operating personnel in delivering lectures on varied and complex National Intelligence subjects. Programs being conducted at this time include: (a) a complete six-week course in Basic

Intelligence for personnel under the direction of the DD/Intelligence and the DD/Administration; (b) a three-weeks Basic Intelligence Course for the DD/Plans and the DD/Administration (covert support) personnel; (c) an Intermediate Intelligence Training Course in research procedures and techniques; and (d) a reading improvement course administered to all students as a supplementary program to the intelligence curricula. Intelligence courses currently are developed and presented by the Intelligence School as the needs and requirements of the Operating Offices demand. Along these lines many new courses and subjects have been proposed and planning and developmental work has been initiated in terms of the broad objectives of the Intelligence School.

III. EVALUATION OF POSITIONS

OFFICE OF THE CHIEF

Position No. U 73

Training Instructor (Intelligence) GS-1710-16

The position of Chief, Intelligence Training Division, has been previously evaluated and recommendation submitted to the supergrade Review Board.

Position No. U 76

Secretary (Stenography) GS-318-7

The position of Secretary to the Division Chief has responsibility for performing a variety of secretarial duties normally allocable to GS-6. However, the presence of additional duties, such as selecting and assembling materials needed for Intelligence School Courses, attending to the "house-keeping" functions of the Division, and serving as a focal point for student inquiries pertaining to personnel matters, pay, class schedules, etc., warrant allocation of this position to a higher level than Divisional secretarial positions currently in GS-6. Accordingly, GS-7 is recommended.

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INTELLIGENCE SCHOOL

Position No. U 74

Training Instructor (Intelligence) GS-1710-15

The position of Chief, Basic Intelligence Course, was approved by the Director of Central Intelligence in May, 1951, for the purpose of establishing a series of Basic Intelligence training courses covering the principles, techniques and methods of National strategic intelligence.

The Basic Intelligence Course has developed into a recurring six-weeks program with emphasis on three broad, principal areas of instruction: (1) the Principles, Methods, and Practices of Intelligence; (2) Intelligence and National Security; and (3) the World Situation, with emphasis on the Theory and Practice of Communism in the USSR.

Specifically, incumbent is responsible for planning, directing, and coordinating the Basic Intelligence Training Course; preparing and presenting lectures and seminars on the more complex phases of the National Intelligence process; acting for the Division Chief, representing him at conferences pertaining to training course development; and maintaining contacts within CIA and the IAC Agencies for the purposes of securing lecturers and coordinating broad training needs.

Since the program appears to be developing as was contemplated in May, 1951, coupled with the high professional teaching experience and knowledge of National Intelligence processes required, the position of Chief, Basic Intelligence Course, it is recommended that allocation to grade GS-15 be re-affirmed.

Position No. U 855

Training Instructor (Intelligence) GS-1710-15

This position was approved by the DCI, in May, 1951, for the primary purpose of planning, formulating and establishing a Career Intelligence Course as a refresher course for experienced Intelligence Officers of the Agency and for the planning and implementation of postgraduate level courses for experienced Intelligence Officers within the Agency as well as for selected representatives of the intelligence components of other Government agencies.

While the position was not filled at the GS-15 level at the time of survey, it was found that the advanced courses were still generally in the formative stages. Program considerations, however, definitely are slanted toward developing, over a somewhat extended period of time, refresher and intermediate type intelligence training courses and postgraduate university level intelligence training courses. For the record, it should be indicated that at survey time, it was announced that an intermediate course in research methods and techniques was to be given during the early part of 1953. Other similar courses are contemplated.

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In view of the general administrative recognition by Agency officials of the need for intermediate and postgraduate type intelligence courses, and recognizing the fact that the formulation of training policies, plans, programs, and courses requires a considerable period of time, it is recommended that the position be re-affirmed, on a projected basis, at the GS-15 level. Further, it is recommended that a representative of the Classification and Wage Division confer with Training Office officials at such time as they may desire to fill the position at the GS-15 level in order to determine the status of the assigned training programs.

Positions U 598 and 598.01 Training Instructors (Intelligence) GS-1710-11

These positions are responsible for sharing in overall course development with the top instructors (Mos. U 74 and U 855), and have as primary responsibilities the planning for and presentation of those courses and lectures involving the more complex and technical principles, methods, and techniques in the National Intelligence process; developing performance standards to be used in evaluating students; furnishing guidance and advice on training problems, techniques, and principles to other staff members, etc.

From a classification standpoint, the position descriptions originally prepared for the professional training positions in this Division were not adequately developed for allocation purposes, there being insufficient distinction made as to relative difficulties of work assignments among the various grade levels proposed, particularly with respect to the GS-13 and GS-14 levels. Based on an analysis of other training programs, internal and external, the classification representatives proposed a staffing pattern which would provide two positions at the GS-14 level, one as an overall assistant to the Chief, Basic Intelligence Course (U 74) and the other as an overall assistant to the Chief, Intermediate and Advanced Courses (U 855). While this proposal was accepted by the Deputy Director for Training (General) on an interim basis, it was his opinion that as the program of the Intelligence School developed, the GS-14 position, rather than being an administrative training position, would become a senior specialist, presenting course material requiring experience gained preferably through service in intelligence specialist positions in top Agency activities, for example, in the Office of National Estimates. It was his further opinion that personnel having such experience would be needed to assume responsibility for training in these specialized areas of intelligence requiring considerable knowledge and appreciation of top level policy considerations needed in the National Intelligence process.

It is the opinion of the survey classifiers that the intelligence training programs being given or being developed do not at this time substantiate the establishment of a GS-14 level for individual course instructors. The highest level recognized to date for such positions is GS-13, both in Training (General) and in Training (Special). It is felt in this connection, however, that further study should be given as the functions of this Division develop to re-appraise the possibility of extending the level of individual instructor to GS-14 in highly specialized intelligence areas. For purposes of the present survey it is recommended that these two positions be allocated to GS-14 on the basis of the duties currently defined, i.e. as full assistants to positions U 74 and U 855.

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Positions U 75, U 75.01 and U 75.02

Training Instructor (Intelligence)
GS-1710-13

These positions are constituted to serve as principal course instructors responsible for planning and developing major courses of instruction in any of the instructional areas, i.e., Basic, Intermediate and/or Advanced. A definition of major courses of instruction currently include: (1) The principles, methods and objectives of National Intelligence; (2) Intelligence and National Security; and (3) Research Methods and Techniques in the Intelligence Process. These positions are responsible for participating in and supervising the development of course materials to be used in presenting courses assigned; advising subordinate instructors or guest speakers with respect to course objectives, materials already covered, sequence of lectures, level of students, etc.; personally preparing and delivering the more difficult lectures on the assigned area; developing, in conjunction with the Training Aids Branch, audio-visual materials for the most effective presentation of intelligence material; conducting and monitoring student exercises in the strategic analysis of selected foreign countries so as to determine the individual student's progress with respect to undertaking and completing research and analytical assignments.

These positions are recommended for classification to the GS-13 level, since a comparison basis, they are operating at the same level as the Senior Instructor positions located throughout the Office of Training (Special).

Position No. U 857

Educational Specialist GS-1710-9

This position is proposed as an Instructional Assistant, with responsibility for: (1) preparing student exercises for Intelligence Training courses; (2) selecting excerpts from books, papers, etc., pertinent to training courses; (3) selecting substantive materials to be filed for future reference; (4) preparing and/or revising materials and aids used in the training programs; and (5) assisting Instructors in the research and development of course materials on a project assignment basis.

The professional duties of the position as above described indicate classification as an Educational Specialist. A comparison of this position to the Educational Specialist position, GS-9, in the Training Aids Branch, Support Staff, which contains comparable duties, forms the basis for recommending this position for classification to the GS-9 level. Both positions compare favorably with the GS-9 level described in the GSC Training Instructor standard (GS-1710), of which the Educational Specialist is an option.

Position Nos. U 77 and U 77.01

Clerk (Stenography) GS-301-5

These two positions contain predominately typing, filing and other clerical functions presently allocated to GS-4 in other similar agency positions. However, there seem to be definite possibilities for these positions to develop into GS-5 Clerks when the work load of the Division reaches such proportions that most of the lower level administrative and substantive research duties will be assigned to them.

Since most of the positions in this Division are allocated on a somewhat projected basis, and in recognition of the future need for high-level clerical assistance in the Division, the subject positions are recommended for allocation to GS-5.

Position No. U 78

Clerk (Typing) GS-301-4

This position contains predominately tasks involving typing, filing, etc., and appears properly allocated to the GS-4 level in accord with general Agency standards.

UTO (A) BRANCH

During the survey three of the five positions of this Branch were transferred to other units in TR (C) and appropriately classified. The status of the remaining two positions is uncertain and classification review is being withheld pending decisions as to whether or not the Branch will be continued.

READING IMPROVEMENT BRANCH

The Reading Improvement Branch of the Intelligence Training Division is responsible for planning, implementing, and directing a reading improvement program designed to increase the reading ability of CIA employees. The program involves conducting tests to determine rates of reading and reading faults that each employee may have, and prescribing remedial reading exercises and drills in order to increase both reading rate and comprehension. Due to the nature of Agency operations, the program has met with considerable success and currently a reading improvement course is given every six weeks. During the course of the classification survey, it was requested that position U 41, Training Instructor (Intelligence) GS-11, be transferred to the Reading Improvement Branch from the UTO (A) Branch, and that it be considered for GS-12 as the Chief, Reading Improvement Branch. Under this proposal position U 41 would in effect become Assistant Chief, Reading Improvement Branch, at the GS-11 level. Based on survey findings, it was indicated to the Deputy Director Training (General) that while the proposal was considered, the Branch Chief position was correctly classified at the GS-11 level, and that the position proposed for transfer should be established at the journeyman instructor level, GS-9, in order to insure maximum utilization of personnel, the emphasis currently being placed on the actual instruction in reading improvement rather than broad program planning, which appeared to curtail the need for a second supervisory position in the Branch.

Position U 41: Training Instructor, (Read. Improve.) GS-1710-11

The Chief, Reading Improvement Branch is responsible for the over-all planning, coordinating, and directing the Reading Improvement Course which is conducted simultaneously with the Basic Intelligence Course for the purpose of detecting poor reading habits which affect the rate of reading and comprehension of the individual students; and for administering corrective reading exercises and drills to improve the students' skills in reading and comprehension. This type of training is relatively unique to Federal Agencies, although numerous universities and private schools have established similar courses. From a programming standpoint, the number of students participating is subject to change, but the instructional material and methodology is relatively stable.

The position of Chief, Reading Improvement Branch appears correctly allocable as Training Instructor, GS-1710-11, based on a comparison of the responsibilities vested in this position for planning and developing a technical training program, the level of subordinate instructor positions, etc., as against those required for the position of Chief, Clerical Training Branch, Grade GS-11, two grades above the journeyman reading improvement instructor level, is accordingly recommended.

Positions U 45, U 45.01 and U 45.02 Training Instructor, GS-1710-9

Subsequent to the submission of the request for consideration of position U 41 for GS-12, it was mutually agreed that the position, from a personnel utilization standpoint, could probably best function as a journeyman instructor. Therefore, for reporting purposes, the three positions below the level of Branch Chief will be considered together. These positions are full journeyman reading improvement instructors, having assigned responsibilities for independently testing and evaluating the reading comprehension and habits of individual students, determining the best corrective drills and exercises for each assigned student, as well as being responsible for delivering lectures on the theory and techniques of reading improvement. These instructors also prepare progress reports on students assigned to them. Basic qualifications requirements include a degree from a college or university in the field of education, including undergraduate work in psychological tests and measurements, and reading improvement techniques and methods. An internal comparison with the Clerical Training Instructor positions, GS-7, shows that these positions require employees having greater professional qualifications due to the specialized nature of the training course, and that students in the Reading Improvement Course range in grade from GS-5 through GS-15. Based on this comparison, the positions appear to be of a higher professional calibre than the Clerical Training Instructor positions at the GS-7 level and it is therefore recommended that they be re-affirmed as Training Instructor, GS-1710-9.

Position No. U 856 Training Assistant GS-1711-7

This position is under the general supervision of the Branch Chief or journeyman instructors, and is responsible for conducting the retention testing phase of the Reading Improvement Course, viz., the retesting of personnel who have successfully completed the reading improvement course six months or more ago, and determining the carry-over effects of the reading improvement training for validation purposes. Also assists higher grade instructors and Branch Chief in the day-to-day operations of the Branch, such as assisting in individual instruction of problem students, conducting classes in absence of instructors, scoring tests, becoming thoroughly familiar with equipment and materials used in the laboratories, etc.

The position, as proposed, is recommended for allocation to GS-7 grade, since the incumbent will not assume full instructor duties as described for the GS-9 position.

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Position No. U 602

Clerk, GS-301-5

This position serves as principal clerical assistant to the group of Training Instructors assigned to the Reading Improvement Branch, and in this capacity is responsible for assisting the instructors in conducting demonstrations, administering tests, computing opthalmograph records and recording results, grading tests and papers, and performing other tasks as assigned. There appears to be a definite need for this position based on anticipated workload, probably reaching 2,000 tests and 450 opthalmographs to be scored during each seven week training period. Based on the proposed duties, GS-5 is recommended.

Position No. U 46

Clerk (Typing) GS-301-4

Subject position is recommended for allocation to GS-4 based on the assigned clerical filing and typing duties necessary to the administration of the basic reading improvement course.

JR. OFFICER TRAINING